

Create Expense Reimbursement

For Preparers and Submitters

The information contained in these instructions are for designated Preparers and Submitters. The responsibility of Preparers is to prepare Expense Reimbursements for other employees. Submitters prepare and submit Expense Reimbursements for other employees. For specific information regarding the responsibilities for a **Preparer** or **Submitter** refer to the instructions in CalATERS Work Flow and Forms Processing under the desired role on the CalATERS website.

The following provides instructions for keying an Expense Reimbursement for another person.

Note: When the Expense Reimbursement is created by a Preparer, the employee is responsible for submitting the form for approval. Included are step by step procedures for creating a new Expense Reimbursement form to request payment for travel or non-travel expenses. Creating a new Expense Reimbursement form begins at the Work Queue screen (the first screen displayed after signing in to the CalATERS system).

Note: If you wish to create an Expense Reimbursement for yourself, follow the Create Expense Reimbursement instructions located on the CalATERS website.

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I. Employee's Profile


Before creating a new Expense Reimbursement verify with the employee that his/her **Profile** is up to date and correct. Changes such as appointment to a new classification, change of approver, appointment to supervisory from rank & file, name or address change, etc. should be completed BEFORE the Expense Reimbursement is created.

WARNING: Once the initial step to create an Expense Reimbursement is executed, the system will take a "snap shot" image of the Profile information which is used to audit the form. If the Profile is inaccurate on a submitted form, you may be required to create a new Expense Reimbursement with corrected Profile information.

To view information in the employee's Profile, see section III. **Profile Information.**

II. Create New Expense Reimbursement for Another Employee

Create New Expense Reimbursement

For Preparers: At the top of the Work Queue screen click on the  icon.

For Submitters: At the top of the Work Queue screen click on the  icon.




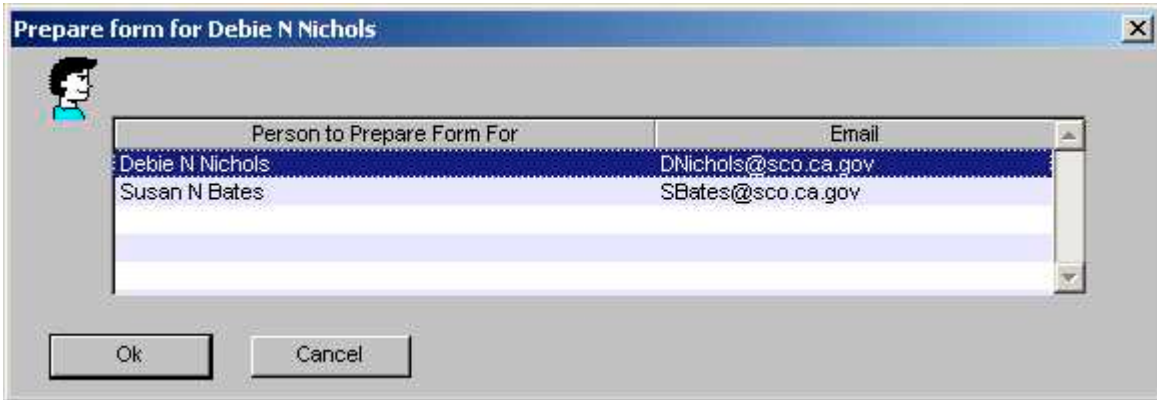
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II. Create New Expense Reimbursement (continued)

When the icon is clicked, one of the following screens will display:


Prepare form for

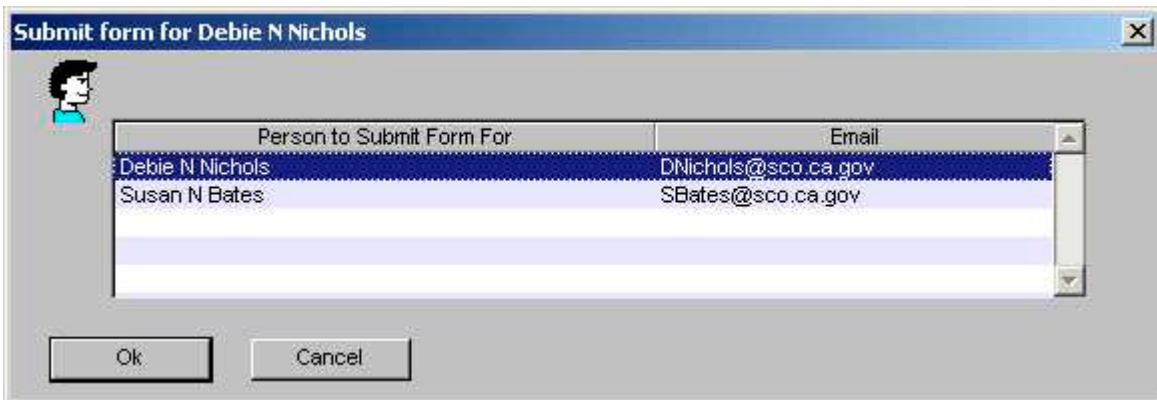
The **Prepare form for** screen will appear. Click on the name of the person for whom you will be creating the Expense Reimbursement, then click .



Person to Prepare Form For	Email
Debie N Nichols	DNichols@sco.ca.gov
Susan N Bates	SBates@sco.ca.gov

Submit form for

The **Submit form for** screen will appear. Click on the name of the person for whom you will be creating the Expense Reimbursement, then click .



Person to Submit Form For	Email
Debie N Nichols	DNichols@sco.ca.gov
Susan N Bates	SBates@sco.ca.gov

Employee is Not on Preparer or Submitter List

If the employee's name does not appear on the Prepare Form For or Submit Form For screen, the employee has not updated their Profile designating you as their Preparer or Submitter. To designate you as their Preparer or Submitter, they must update their Profile following the instructions in Update Your Profile, Assign a Preparer or Assign a Submitter on the CalATERS website.

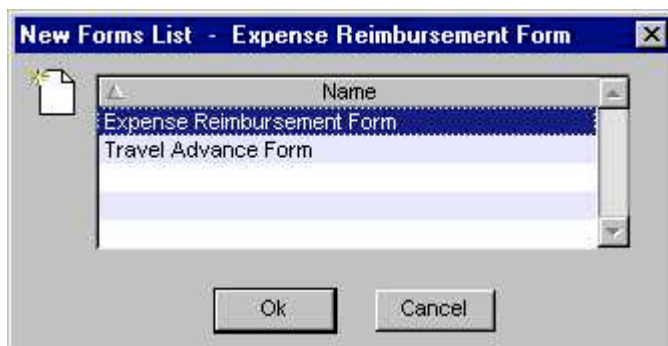
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II. Create New Expense Reimbursement (continued)

New Forms List

If your department does not allow Travel Advance requests on CalATERS, this screen will not appear, skip to the next section **Report Name and Claim Type**. If your department allows both Travel Advance and Expense Reimbursement requests on CalATERS, the following selection screen will appear.



Click on **Expense Reimbursement Form**, then click the  button.

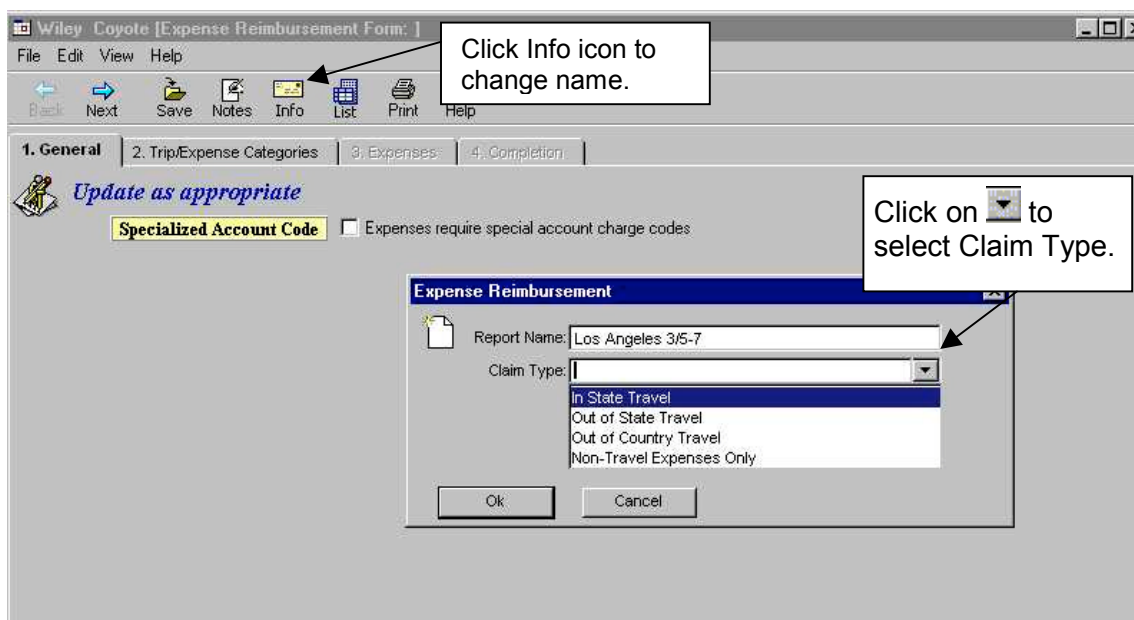


Report Name and Claim Type

Key a name for the trip/expense in the **Report Name** field. This will be the name that appears on the Work Queue.

Move the cursor to **Claim Type** and click the  button. Click on the type of claim. (For definitions of Claim Types, click on **Definitions** from the CalATERS website).

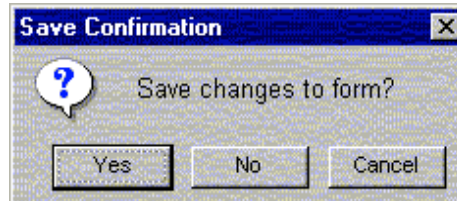
Click the  button. Once this information is updated, it can be viewed or changed by clicking on the  icon.



II. Create New Expense Reimbursement (continued)

Exit and Save Expense Reimbursement Form

An Expense Reimbursement form can be saved at any time during the completion of the document. To Exit, from the Menu Bar, click **FILE** then click **Close** or from the top right hand corner, click on the box with the X . A Save Confirmation box will appear:



Click on **Yes** to save the changes. This action will take you back to the Work Queue. The Expense Reimbursement will be saved on the Work Queue as a **Draft**, which can be reopened and completed.

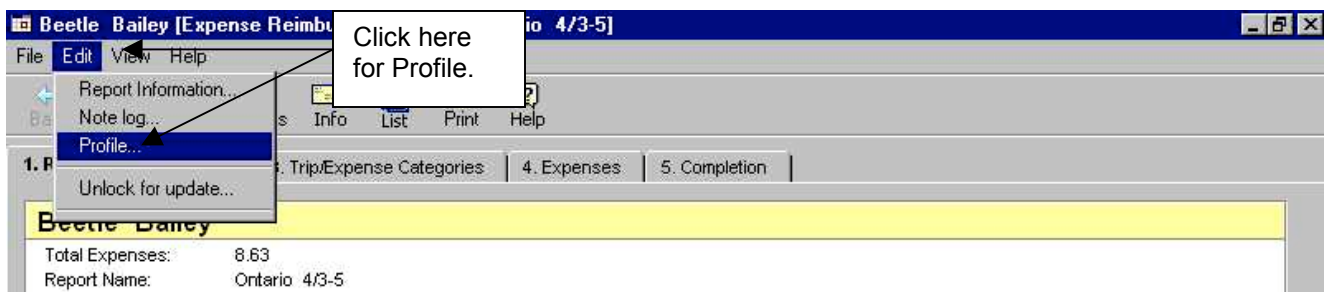
III. Profile Information

The employee's Profile information used for this Expense Reimbursement is viewable from any screen within the Expense Reimbursement request. The system will take a "snap shot" image of the employee's Profile at the time the Expense Reimbursement is created. The system uses the information on the "snap shot" image of the employee's Profile to audit the form. Updates to the Profile will not change the "snap shot" image attached to forms once they are created.

If Profile information that impacts the auditing of the form is inaccurate, the form must be returned or disapproved and the Profile must be corrected. A new form must then be created with the updated Profile information.

To access the employee Profile, click on **Edit** from the **Menu Bar**, then click on **Profile**. The the "snap shot" of the Profile attached to this form will display.

Specific information regarding the Profile can be found in the [View User's Profile](#) instructions on the CalATERS website.




IV. General Tab (continued)

Specialized Account Code

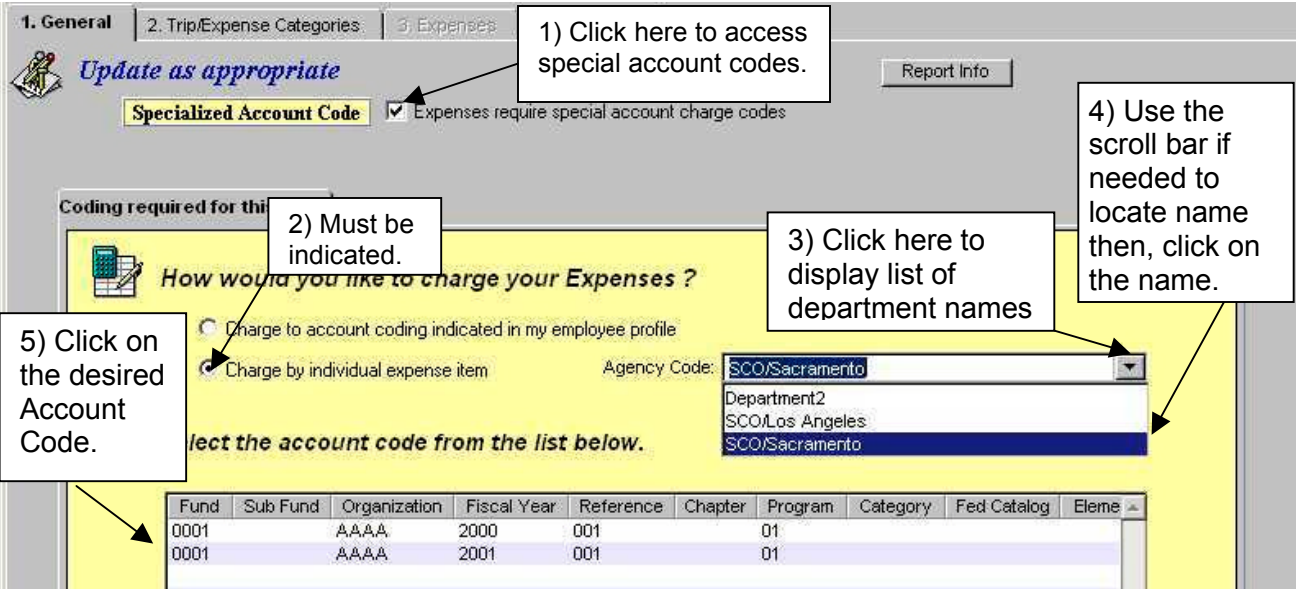
Specialized Account Coding can be selected when creating the Expense Reimbursement. The code can also be assigned or changed by the Accounting Office.

When the Specialized Account Code box is selected, the system will not use account code information from the Profile. Account code information is provided by selecting the High Level account codes from tab **1. General** tab (instructions below) combined with the Detail Account Codes (e.g., Index, PCA, etc.) that are assigned on tab **3. Expenses** (see section **VIII. Specialized Account Codes**).

Assigning a Specialized Account Code to the Expense Reimbursement:

- 1) Click on the field titled **Specialized Account Code**. The **Specialized Account Code** fields will display.
- 2) Click on the button for **Charge by individual expense item**.
- 3) In the **Agency Code** field click on the down arrow . A list of department names will display.
- 4) Using the scroll bar on the right side of the listing, locate the correct department name and click on it. **Note:** Some departments may have more than one name listed.
- 5) A list of department account codes will display. Click on the appropriate Account Code with the applicable fiscal year.

Click on tab **3. Trip/Expenses Categories**.




The screenshot shows the '1. General' tab of the system. At the top, there are three tabs: '1. General', '2. Trip/Expense Categories', and '3. Expenses'. Below the tabs, there is a section titled 'Update as appropriate' with a 'Specialized Account Code' button and a checkbox labeled 'Expenses require special account charge codes'. A callout box labeled '1)' points to the 'Specialized Account Code' button, stating 'Click here to access special account codes.' Below this, there is a section titled 'Coding required for this' with a question 'How would you like to charge your Expenses?'. There are two radio buttons: 'Charge to account coding indicated in my employee profile' and 'Charge by individual expense item'. A callout box labeled '2)' points to the 'Charge by individual expense item' radio button, stating 'Must be indicated.' To the right of the radio buttons is an 'Agency Code' field with a dropdown arrow. A callout box labeled '3)' points to the dropdown arrow, stating 'Click here to display list of department names'. Below the dropdown is a list of department names: 'Department2', 'SCO/Los Angeles', and 'SCO/Sacramento'. A callout box labeled '4)' points to the list, stating 'Use the scroll bar if needed to locate name then, click on the name.' Below the list is a table with columns: Fund, Sub Fund, Organization, Fiscal Year, Reference, Chapter, Program, Category, Fed Catalog, and Eleme. A callout box labeled '5)' points to the table, stating 'Click on the desired Account Code.' The table contains two rows of data:

Fund	Sub Fund	Organization	Fiscal Year	Reference	Chapter	Program	Category	Fed Catalog	Eleme
0001		AAAA	2000	001		01			
0001		AAAA	2001	001		01			

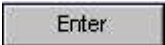
V. Note Log for Comments

The Note Log function is a multi-purpose feature. Notes may be used by to provide additional information about the Expense Reimbursement request. Notes can also be used by approvers to provide additional detailed information regarding the reason a form has been adjusted, returned, etc.

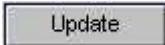


To access the Note Log functions click on the  icon. Notes can be accessed and updated from any screen within the form.

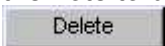
To Add a Note:

- 1) Type in the **Subject** (if a change is desired).
- 2) Type in the desired information in the **Comment** area.
- 3) Click on .

To Modify a Note (only the creator can modify a Note):

- 1) Click on the note to be modified.
- 2) Type in the corrected information in the **Subject** and/or **Comment** area.
- 3) Click on .

To Delete a Note (only the creator can delete a Note):

- 1) Click on the note to be deleted.
- 2) Click on .

When all Notes have been updated/deleted, click on .

Go up to and click on tab **2. Trip Expense Categories**.

A screenshot of a software window titled 'Note log for Comments'. The window has a yellow header bar. Below the header, there is a form with three fields: 'Name' (containing 'Wiley Coyote'), 'Subject' (containing 'Trip Selection'), and 'Comment' (containing 'Included reimbursement for class materials under different Trip Type.'). To the right of these fields are three buttons: 'Update', 'Delete', and 'Finished'. Below the form is a table with three columns: 'Name', 'Subject', and 'Comment'. The first row of the table contains the same data as the form above. Below the first row is a link labeled 'New Entry'. A callout box with an arrow pointing to the first row of the table contains the text 'Click on the note to modify or delete.'

VI. Trip Expense Categories Tab

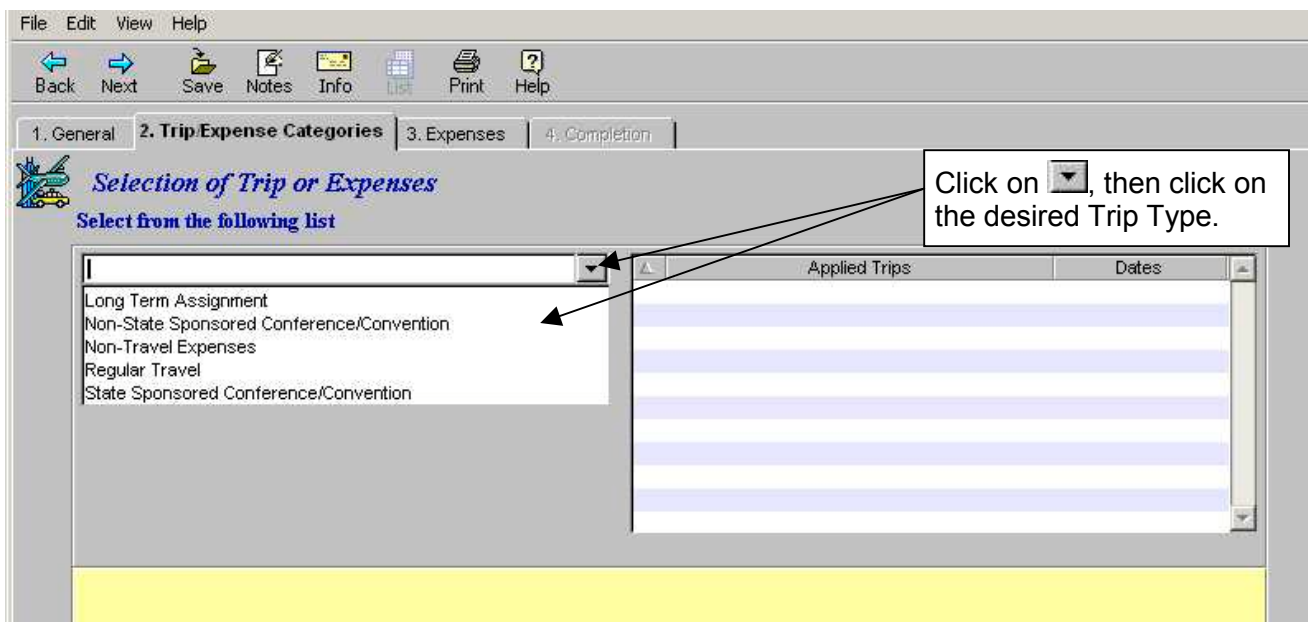
Creating a Trip or Non-Travel Expense

On tab **2. Trip Expense Categories**, select the type of trip(s) being claimed.

Click the down arrow  button and a list of Trip Types will display. (For definitions of Trip Types, click on the button titled **Definitions** from the CalATERS website).

Click on the type of trip or non-travel expense being requested.

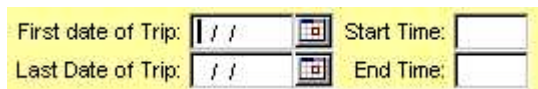
Note: Four trips (same trip types or different trip types) can be applied to one form. If more are required, an additional Expense Reimbursement form must be created and submitted.




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VI. Trip Expense Categories Tab (continued)

Complete information in the bottom half of the screen for the displayed fields. Note: fields displayed are based on trip type. Not all fields noted below will display.



First date of Trip: / / Start Time:
Last Date of Trip: / / End Time:

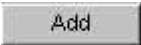
First Date of Trip and **Last Date of Trip** key the two-digit month, day and year or click on the calendar button  next to the fields.

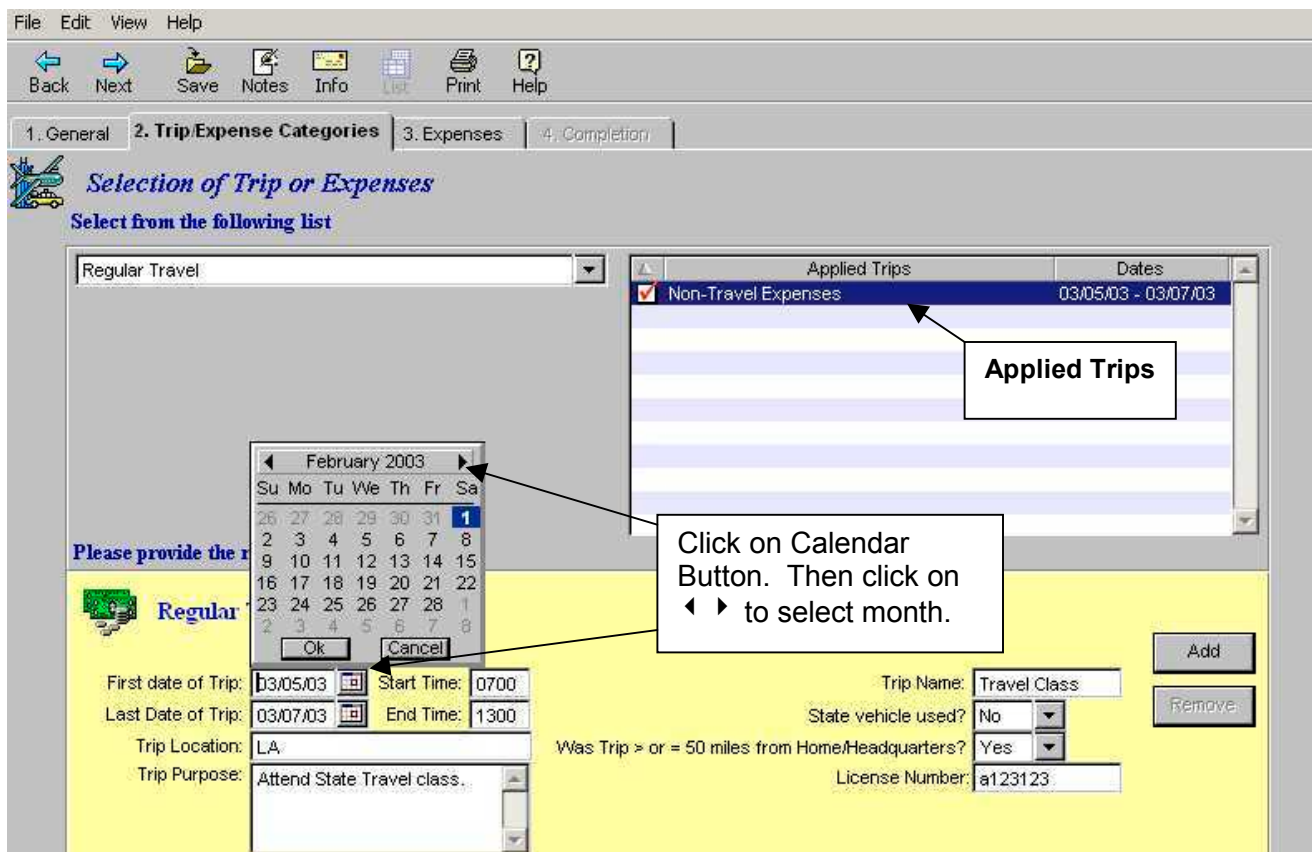
When using the calendar button, clicking on the arrows ◀ ▶ next to the calendar month, will display the month before (◀) or after (▶). See example below. Select the month, then click on the calendar date.

For the **Start Time** and **End Time**, key the time using the 24 hour clock (e.g., 9 AM = 0900, 5:45 PM = 1745).

Key applicable fields:

- ♦ Trip Location
- ♦ Trip Purpose
- ♦ Trip Name (name and/or dates)
- ♦ Travel Authorization Document Number
- ♦ Trip Number
- ♦ State Vehicle Used (yes or no)
- ♦ Was Trip > or = 50 miles from Home/Headquarters? (yes or no)
- ♦ Was a meal provided at the conference/convention (yes/no)
- ♦ License Number (if private car is use)

When all applicable fields have been completed, click . The Trip Type will be displayed in the **Applied Trips** field or a **Review Items-Exceptions** screen will display (see next page).








The screenshot shows the '2. Trip/Expense Categories' tab in a software application. The main area is titled 'Selection of Trip or Expenses' and 'Select from the following list'. A dropdown menu shows 'Regular Travel'. Below this, there's a section for 'Please provide the' with a 'Regular' trip type selected. A calendar for February 2003 is open, showing dates from 26 to 28. Annotations with arrows point to the calendar and the 'Applied Trips' table. The 'Applied Trips' table has columns 'Applied Trips' and 'Dates', with one entry: 'Non-Travel Expenses' for '03/05/03 - 03/07/03'. Below the calendar, there are input fields for 'First date of Trip' (03/05/03), 'Last Date of Trip' (03/07/03), 'Start Time' (0700), 'End Time' (1300), 'Trip Location' (LA), 'Trip Purpose' (Attend State Travel class...), 'Trip Name' (Travel Class), 'State vehicle used?' (No), 'Was Trip > or = 50 miles from Home/Headquarters?' (Yes), and 'License Number' (a123123). There are 'Add' and 'Remove' buttons at the bottom right.

Continued on next page

VI. Trip Expense Categories Tab (continued)

Review Items and Exceptions (for the Trip Type)

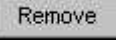
The **Review Items-Exceptions** screen will display when additional information is required. At the **Response** field, click the down arrow  and select **Yes** or **No**. When **No** is selected, the **Why** field displays, provide a reason, then click . The trip will be added to the list of **Applied Trips/Dates**. A Detail button  Detail... will appear under the **Update** and **Remove** buttons. Clicking on this button will reopen the **Review Items-Exceptions** screen and changes can be made if needed. To update and exit the Review-Items screen, click  or to exit click .

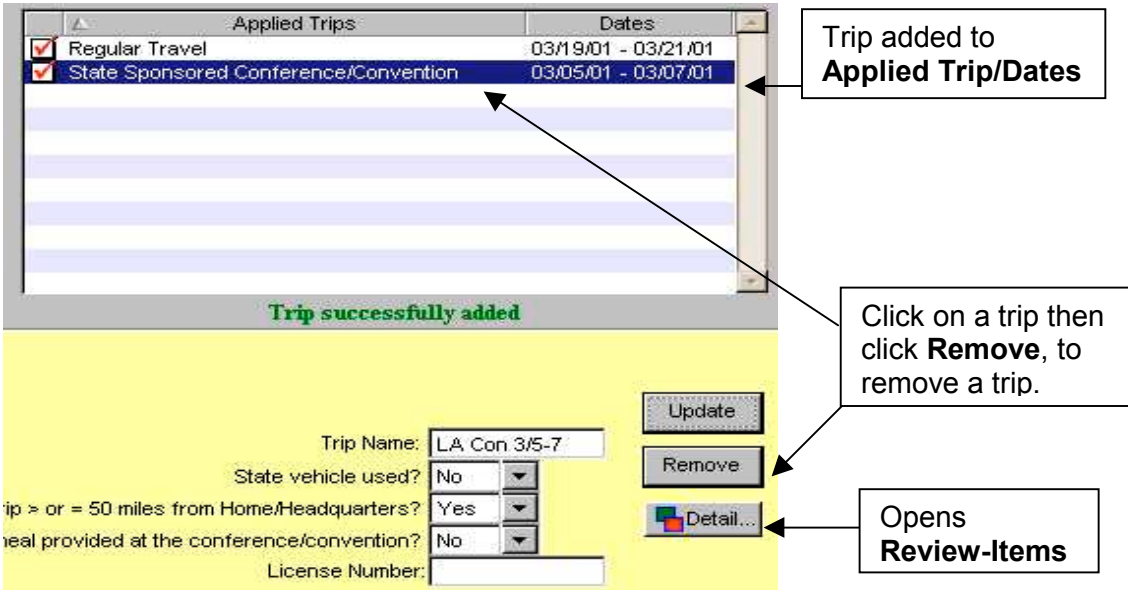
The  Policy... button states the policy associated with the requested trip.



Adding or Deleting a Trip or Non-Travel Expense

To Add another trip/non-travel expense, repeat the above step.

To Delete a trip/non travel expense added in error, click on the trip/non travel expense in the **Applied Trips/Dates** area, then click on the  button.



Applied Trips	Dates
<input checked="" type="checkbox"/> Regular Travel	03/19/01 - 03/21/01
<input checked="" type="checkbox"/> State Sponsored Conference/Convention	03/05/01 - 03/07/01

Trip successfully added

Trip Name: LA Con 3/5-7
State vehicle used? No
Trip > or = 50 miles from Home/Headquarters? Yes
Meal provided at the conference/convention? No
License Number:

Update
Remove
Detail...

When all trips/non-travel expenses have been listed, click on tab **3. Expenses**.

VII. Expenses Tab

In tab **3. Expenses** you will find a tab for each of the **Applied Trips** from the previous screen. There are two formats available, **Grid** or **List**. The instructions provided in this section will use the **Grid** format.

Note: On the far right side of the grid is the field titled **Totals**. When a ► symbol appears, click on the ► to access the dates not displayed on the grid.


This screenshot shows the '3. Expenses' tab in the 'Grid' format. The interface includes a menu bar (File, Edit, View, Help) and a toolbar with icons for Back, Next, Save, Notes, Info, List, Print, and Help. Below the menu, there are four tabs: 1. General, 2. Trip/Expense Categories, 3. Expenses (selected), and 4. Completion. The main area displays a grid with columns for dates from Monday, Mar 17 to Thursday, Mar 27, and a final 'Totals' column. A dropdown menu is open for the date Mar 17, showing options like 'LA', 'Transit Subsidy', 'Aircraft Rental', and 'Auto Rental'. A callout box points to the 'LA' tab, stating: 'There is a tab for each Applied Trip.' Another callout box points to the left and right arrow icons in the date header, stating: 'When all dates are not displayed, click the ◀ or ▶ symbol to access the dates that are not displayed.'

This screenshot shows the '3. Expenses' tab in the 'List' format. The interface is similar to the previous one, but the main area displays a list of entries with columns: Expense, Date, Amount, Payment, Merchant, City, Charge, Reimbursable, Receipt, and Date. A callout box points to the 'Grid' icon in the toolbar, stating: 'This is the List Format. To change it to the Grid format click here.' At the bottom, there is a 'Report Total: 0.00' and 'Reimbursable Amount: 0.00' section, followed by an 'Expense:' dropdown menu and 'Enter' and 'Delete' buttons.

Continued on next page

VII. Expenses Tab (continued)




Selecting an Expense

There are two ways to access the list of expenses. Click on the down arrow ▼ on the top left of the grid or on the down arrow  to the right of the **Expense** field, then click on the desired expense. (For definitions of Expenses, click on **Definitions** from the CalATERS website).

The list of expenses display based on the Trip Type requested and the CBID (i.e. bargaining unit) identified in Profile attached to this form.

[illegible][illegible]

Once an Expense is selected, the required fields will display on the bottom of screen:


	Expense:	<input type="text" value="Auto Rental"/>		Payment type:	<input type="text" value="Cash"/>		<input type="button" value="Enter"/> <input type="button" value="Delete"/> <input type="button" value="New"/>
	Date:	<input type="text" value="03/16/03"/>		Contracted Provider:	<input type="text"/>		
	Amount:	<input type="text" value="0.00"/>		Location:	<input type="text"/>		
UCM Object Code: <input type="text" value="29701"/>							



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VII. Expenses Tab (continued)

Completing Expense Fields

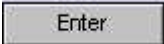
Once the expense item is selected, fields requiring information will be displayed on the lower half of the screen. Complete the information in the fields. If an incorrect expense is selected, click on the expense list and select the correct expense, the incorrect expense will be removed by the system after accessing another tab.



Verify and change the **Date** field, if needed, by keying the date in the field or by using the calendar button .

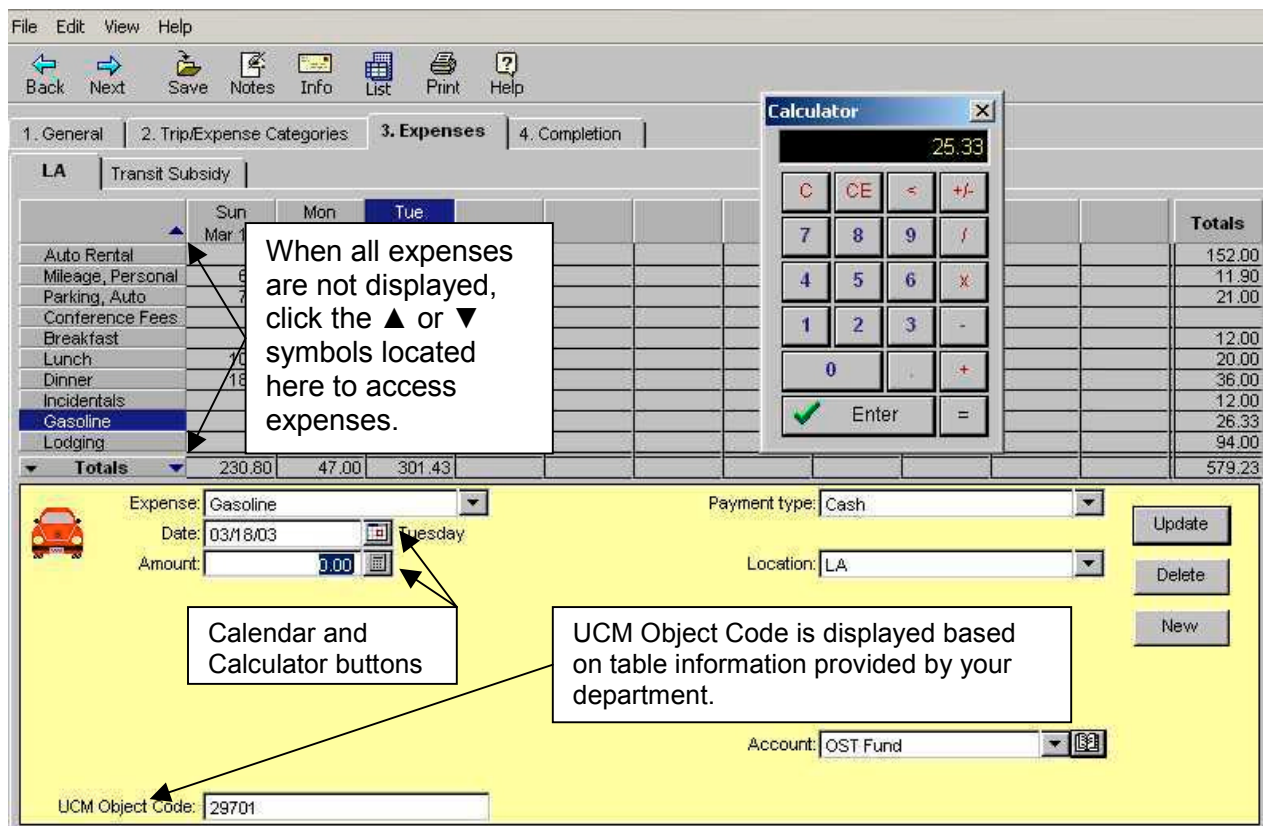
Key an amount in the **Amount** field or use the calculator button . When clicked, it will display a calculator that can be used to assist you in entering or calculating the amount. Once the amount is determined, click  Enter on the calculator.

UCM Object Code field - is automatically displayed based on a table with codes submitted by your department. This field is verified by your accounting office and can be modified.

Information regarding the **Account** field is explained in section VI. **Detail Account Codes.**

When all information for the expense is keyed, click on the  button. The expense amount will now display on the grid. Select the next row to enter another expense.

On the far right side of the grid is the field titled **Totals**. When a  symbol appears, click on the  to access the dates not displayed on the grid.



File Edit View Help

Back Next Save Notes Info List Print Help

1. General 2. Trip/Expense Categories 3. Expenses 4. Completion

LA Transit Subsidy

Auto Rental
Mileage, Personal
Parking, Auto
Conference Fees
Breakfast
Lunch
Dinner
Incidentals
Gasoline
Lodging

When all expenses are not displayed, click the ▲ or ▼ symbols located here to access expenses.

Calculator

25.33

7 8 9 /
4 5 6 *
1 2 3 -
0 . +
Enter =

Totals

152.00
11.90
21.00
12.00
20.00
36.00
12.00
26.33
94.00
579.23

Expense: Gasoline Payment type: Cash Update
Date: 03/18/03 Tuesday Location: LA Delete
Amount: 0.00 New
UCM Object Code: 29701 Account: OST Fund

Calendar and Calculator buttons

UCM Object Code is displayed based on table information provided by your department.

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VII. Expenses Tab (continued)

Review Items and Exceptions (for individual expenses)

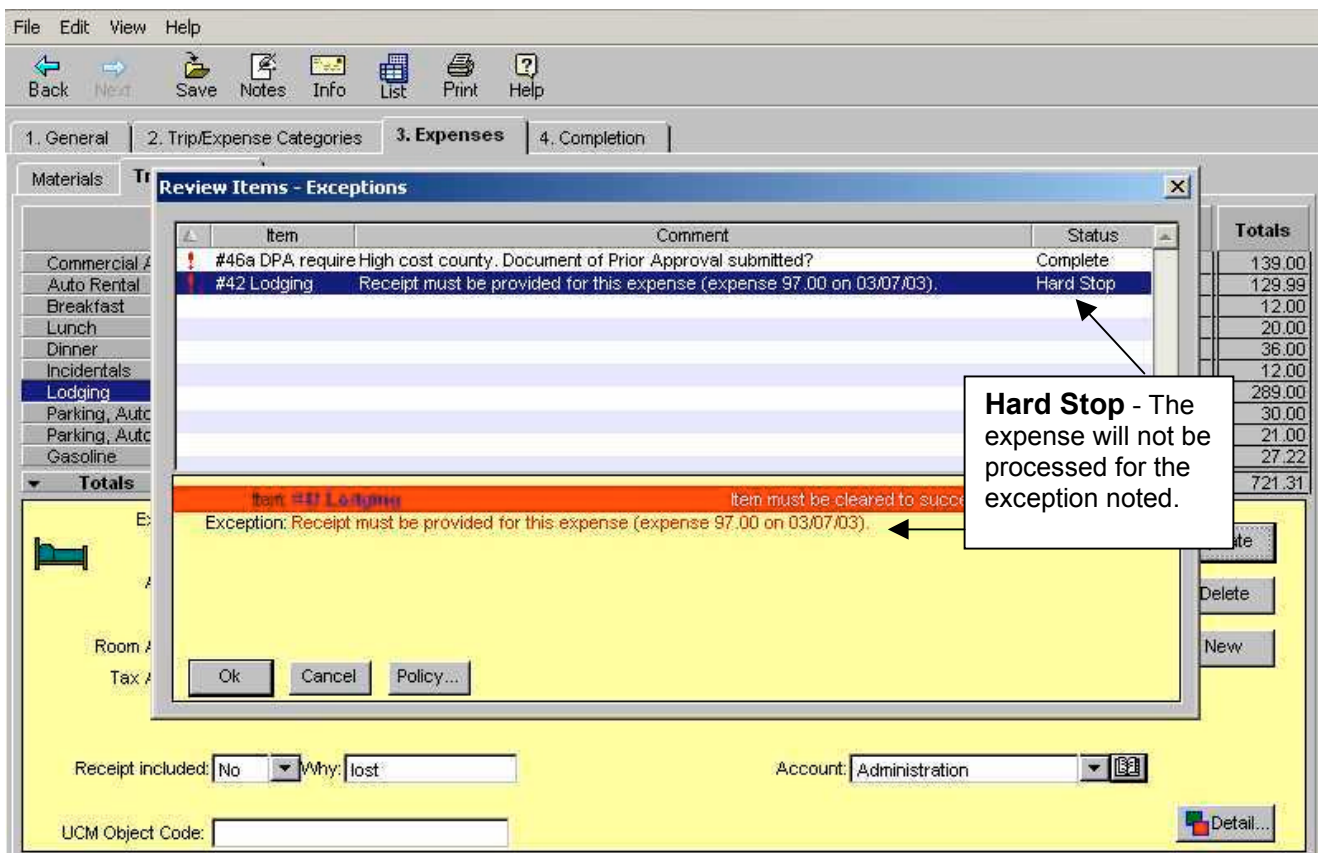
Some expense items may exceed regular expense limits or require additional information. The **Review Items-Exceptions** screen will appear, displaying review items and/or exceptions. In some cases a reason will be required. Some messages will not allow the form to be completed without clearing the condition (see example of Hard Stop below).

Complete any fields at the bottom of the **Review Items-Exceptions** screen, then click



If the condition can not be resolved (e.g., Hard Stop) by changing the information on the Expense Grid or deleting the expense from the form, exit the form (see instructions in **Exit and Save Expense Reimbursement Form** section) and contact your supervisor or Help Desk for assistance.

The **Policy...** button states the policy associated with the expense.

The screenshot shows a software interface for reviewing expenses. At the top is a menu bar (File, Edit, View, Help) and a toolbar with icons for Back, Next, Save, Notes, Info, List, Print, and Help. Below this are four tabs: 1. General, 2. Trip/Expense Categories, 3. Expenses (selected), and 4. Completion. On the left is a list of expense categories: Commercial, Auto Rental, Breakfast, Lunch, Dinner, Incidentals, Lodging (selected), Parking, Auto, Parking, Auto, and Gasoline. The main area is titled "Review Items - Exceptions" and contains a table with columns Item, Comment, and Status. The table has two rows: the first row shows "#46a DPA require High cost county. Document of Prior Approval submitted?" with a status of "Complete"; the second row shows "#42 Lodging" with a comment "Receipt must be provided for this expense (expense 97.00 on 03/07/03)." and a status of "Hard Stop". A callout box points to the "Hard Stop" status with the text "Hard Stop - The expense will not be processed for the exception noted." Below the table, there is a red banner with the text "Item #42 Lodging" and "Exception: Receipt must be provided for this expense (expense 97.00 on 03/07/03)." At the bottom of the screen are buttons for "Ok", "Cancel", and "Policy...". On the right side, there is a "Totals" column with a list of amounts: 139.00, 129.99, 12.00, 20.00, 36.00, 12.00, 289.00, 30.00, 21.00, 27.22, and 721.31. At the bottom of the screen, there are fields for "Receipt included:" (set to No), "Why:" (set to lost), "Account:" (set to Administration), and "UCM Object Code:". There are also buttons for "Delete", "New", and "Detail...".

Continued on next page

VII. Expenses Tab (continued)

Copying, Changing and Deleting Expenses

When the same expense occurs on multiple days (e.g., breakfast), you can copy the information from that expense to other dates without re-keying the information. To **copy** the information:


After entering the expense information, go to the spreadsheet cell where the amount is displayed. In front of the amount is a blue ♦ symbol. Click on the ♦ and hold down the left mouse button; drag and release the mouse button in the cell where you would like the same expense copied.

OR

After entering the expense information, click on the spreadsheet cell where the amount is displayed. Right click on your mouse, then click on **Copy**. Click on the date where the expense is to be copied, then right click on your mouse and click **Paste**.

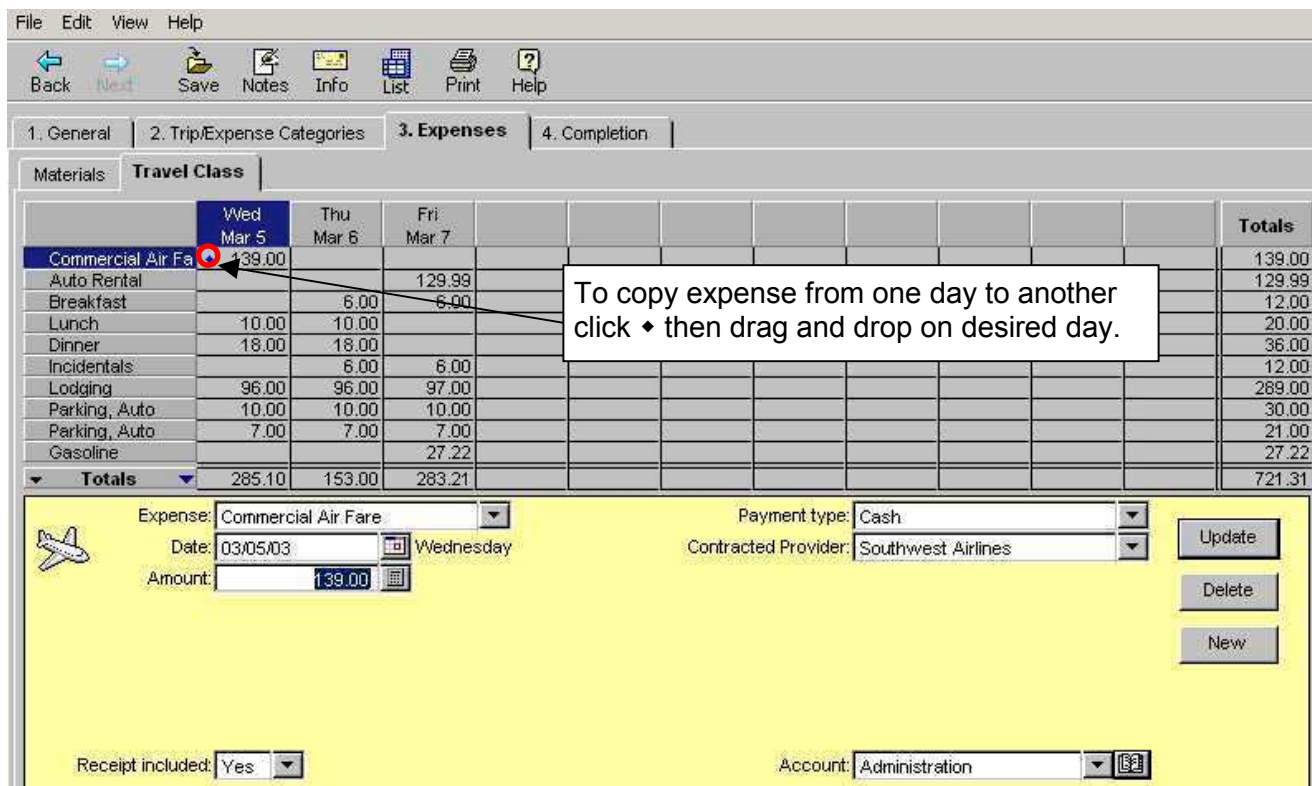
To Change information on an existing expense, click on the expense amount displayed in the grid. The fields for that expense will display on the bottom half of the screen under the date.

Key the correct information, then click .

To Delete an expense, click on the expense amount displayed in the grid, then click the  button.

If Specialized Account Codes are not being used on this form, skip section **VIII. Detail Account Codes** and continue on to section **IX. Completion Tab**.

When all trip and expense information has been entered, click tab **4. Completion**.



	Wed Mar 5	Thu Mar 6	Fri Mar 7	Totals
Commercial Air Fa	139.00			139.00
Auto Rental			129.99	129.99
Breakfast		6.00	6.00	12.00
Lunch	10.00	10.00		20.00
Dinner	18.00	18.00		36.00
Incidentals		6.00	6.00	12.00
Lodging	96.00	96.00	97.00	289.00
Parking, Auto	10.00	10.00	10.00	30.00
Parking, Auto	7.00	7.00	7.00	21.00
Gasoline			27.22	27.22
Totals	285.10	153.00	283.21	721.31




Expense: Commercial Air Fare Payment type: Cash
Date: 03/05/03 Wednesday Contracted Provider: Southwest Airlines
Amount: 139.00
Receipt included: Yes Account: Administration


Buttons: Update, Delete, New

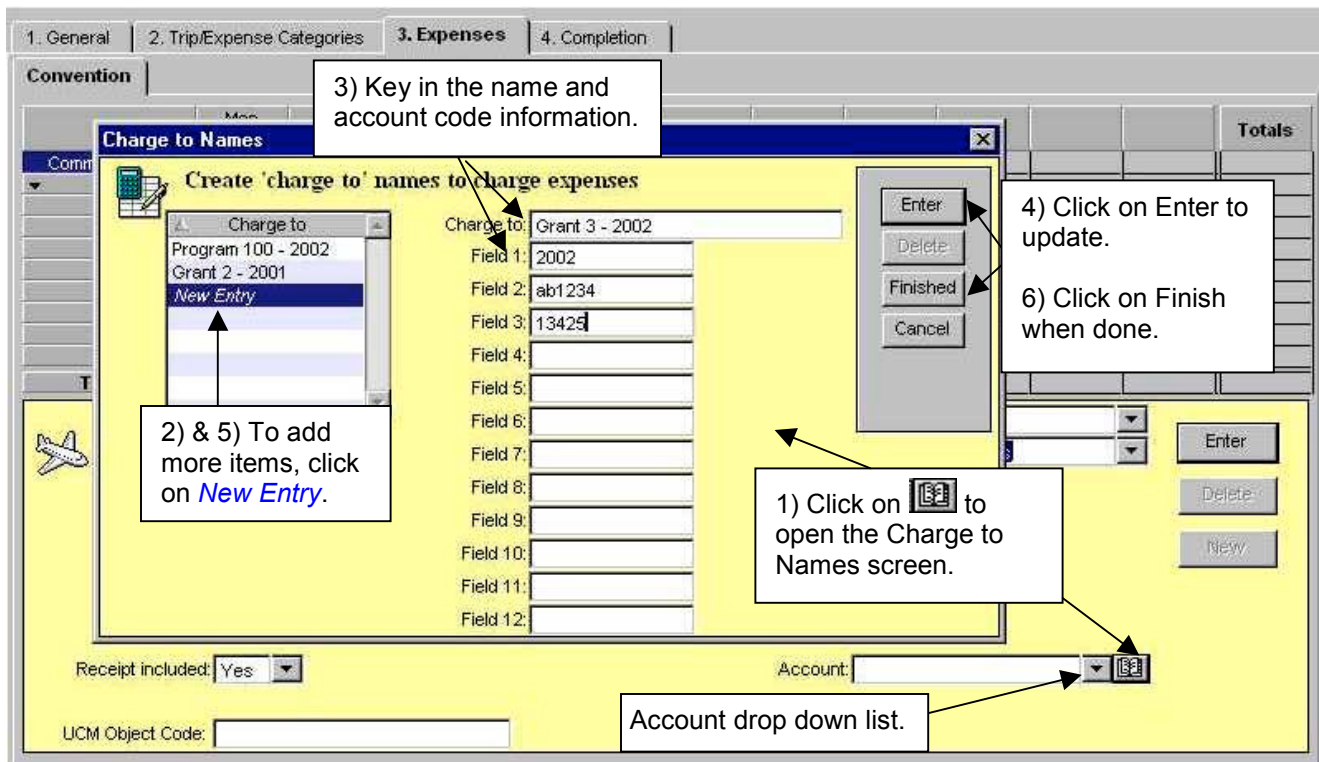
VIII. Detailed Account Codes – SKIP IF SPECIALIZED ACCOUNT CODES ARE NOT REQUIRE

To assign detail account codes the **Specialized Account Code** field on tab **1. General** must be designated with a high-level account code. The Detailed Account Codes (e.g., Index, PCA, etc.) are assigned to the expenses on the Expense tab using the **Account** field. Procedures for adding the Detailed Account Codes are provided on the following pages.


ADD New Detail Account Code If the account code does not exist on the drop down list in the **Account** field:


- 1) In the **Account** field, click on the  button. The **Charge to Names** screen will appear.
- 2) In the listing called **Charge to**, click on [New Entry](#).
- 3) In the **Charge to** field, key in a name associated with the account code, then in the following fields key the account code information. There are 12 fields with a maximum of 10 characters in each field. For departments using CALSTARS, by pointing your cursor over the field names, tip text will display identifying the CALSTARS field name.
- 4) When all Detail Account code information is keyed, click on .
- 5) To add more items, click on [New Entry](#) in the **Charge to** field and repeat steps 2) through 4).
- 6) Click on  to return to the expenses.

Click on  to update the expense with the detailed account code identified in the **Account** field.



The screenshot shows the 'Charge to Names' window with the following callouts:

- 1)** Click on  to open the Charge to Names screen. (Points to the icon in the bottom right of the main window)
- 2) & 5)** To add more items, click on [New Entry](#). (Points to the 'New Entry' link in the 'Charge to' list)
- 3)** Key in the name and account code information. (Points to the 'Charge to' text field and the 12 numbered fields below it)
- 4)** Click on Enter to update. (Points to the 'Enter' button in the right-hand button column)
- 6)** Click on Finish when done. (Points to the 'Finished' button in the right-hand button column)

The window also shows a 'Charge to' list with 'Program 100 - 2002' and 'Grant 2 - 2001'. The 'Charge to' field contains 'Grant 3 - 2002'. The 12 fields below contain: Field 1: 2002, Field 2: ab1234, Field 3: 13425, and Fields 4-12 are empty. At the bottom, there is a 'Receipt included' dropdown set to 'Yes', an 'UCM Object Code' field, and an 'Account' dropdown with a  button next to it.

When all trip and expense information has been entered, click tab **4. Completion**.


Continued on next page


VIII. Specialized Account Codes (continued)

Specialized Account Codes (continued)

If the item/account code exists on the drop down list in the **Account** field:

- 1) Click on the down arrow  in the **Account** field.
- 2) Click on one of the displayed **“Charge to”** items.

To view the account codes assigned to the “**Charge to**” items listed, click on the  button in the **Account** field (see example on previous page).

- 3) After selecting the desired account code, click on 

File Edit View Help

Back Next Save Notes Info List Print Help

1. General 2. Trip/Expense Categories 3. Expenses 4. Completion

Materials Travel Class

	Wed Mar 5	Thu Mar 6	Fri Mar 7								Totals
Business Expense	100.00										100.00
Computer/Printer S											
Totals	100.00										100.00

Expense: Computer/Printer Supplies Payment type: Cash

Date: 03/05/03 Amount: 15.33 Location: LA

Account: Administration

UCM Object Code: 12345

Enter Delete New

1) Click on down arrow to display list.
2) Click on the account code name.

Click here to view the account codes.


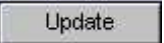
When all trip and expense information has been entered, click tab **4. Completion**.

IX. Completion Tab

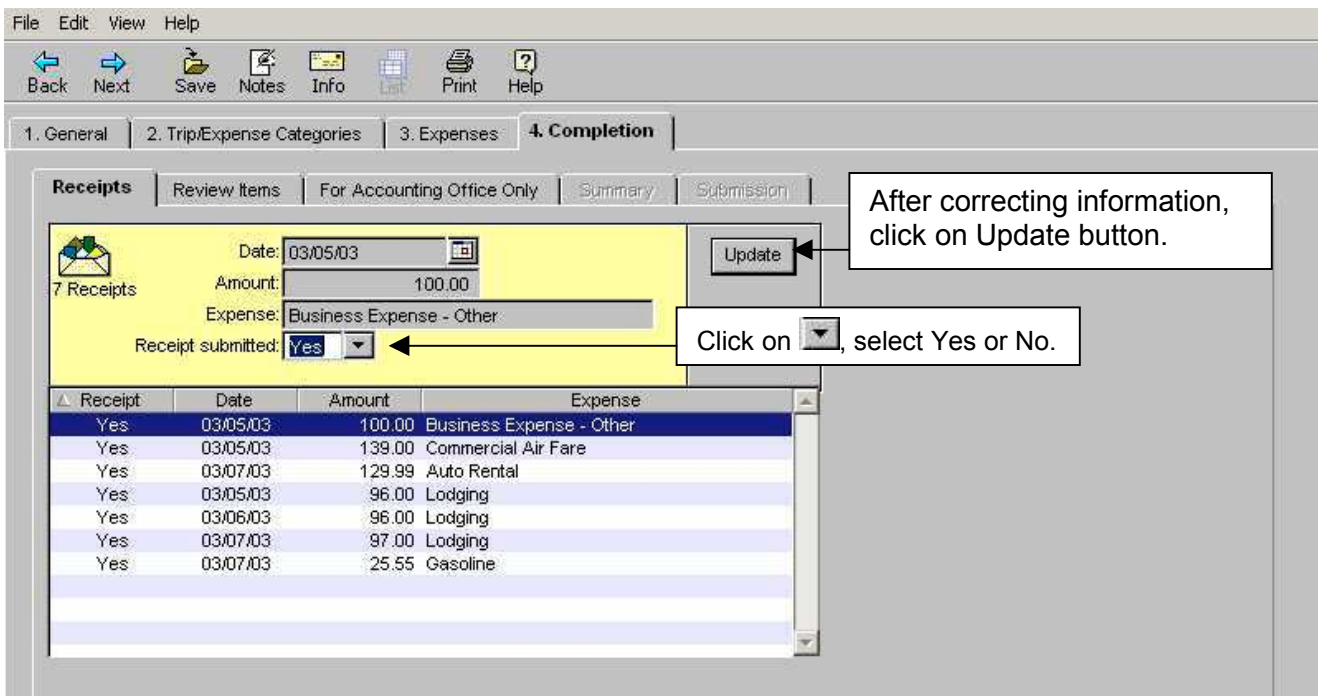
Under tab **4. Completion**, you will find additional tabs.

1) Receipts Tab

The **Receipts Items** tab will display only if expenses requiring receipts were listed. This screen lists all expenses keyed under tab **3. Expenses** that require receipts. On this screen you may change the **Receipt Submitted** field to **Yes** or **No** with a statement indicating why the receipt was not submitted or **Previously Submitted**.

To change the information in the **Receipt Submitted** field click on the down arrow  to select the appropriate receipt information, key any changes or information needed, then click .

After changes are made or if no changes are needed, click on the next tab **Review Items**.



File Edit View Help

Back Next Save Notes Info List Print Help

1. General 2. Trip/Expense Categories 3. Expenses 4. Completion


Receipts Review Items For Accounting Office Only Summary Submission

7 Receipts

Date: 03/05/03


Amount: 100.00

Expense: Business Expense - Other

Receipt submitted: Yes 

Update

After correcting information, click on Update button.

Click on , select Yes or No.


Receipt	Date	Amount	Expense
Yes	03/05/03	100.00	Business Expense - Other
Yes	03/05/03	139.00	Commercial Air Fare
Yes	03/07/03	129.99	Auto Rental
Yes	03/05/03	96.00	Lodging
Yes	03/06/03	96.00	Lodging
Yes	03/07/03	97.00	Lodging
Yes	03/07/03	25.55	Gasoline

IX. Completion Tab (continued)



2) Review Items Tab

The **Review Items** tab will display only if approval for the trip was required or if the expense is an exception and may require additional information or the expense requires mandatory review. If the **Status** field shows **Hard Stop**, click on tab **3. Expense**. Locate and correct or delete the expense creating the Hard Stop, then continue on to tab **4. Completion**.

Listed below are fields that may appear on the **Review Items** tab:

Response field – If a change is needed to the **Response** information, click the down arrow  to select the desired **Response**. If the response is **No**, type in reason **Why**.

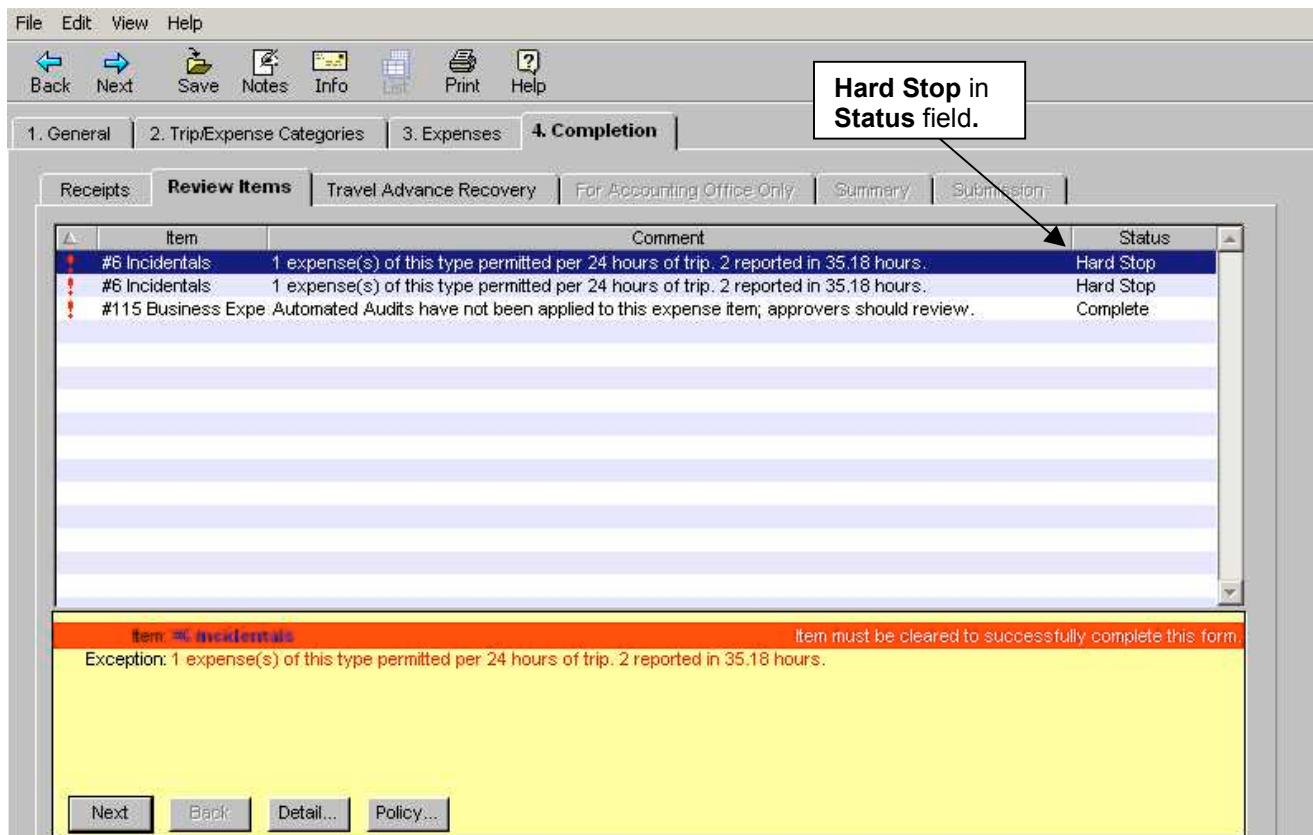
Reason field – Will display the reason given for the expense. Changes can be made by clicking in the box and keying in the new information.

At the bottom of the screen are buttons for  and  which will take you to the next or previous review item.

The  button will display the information keyed from the **Expense** screen.

The  button states the policy associated with the expense.

Once all expenses have been reviewed, click on the next tab **Travel Advance Recovery**.



Item	Comment	Status
#6 Incidentals	1 expense(s) of this type permitted per 24 hours of trip. 2 reported in 35.18 hours.	Hard Stop
#6 Incidentals	1 expense(s) of this type permitted per 24 hours of trip. 2 reported in 35.18 hours.	Hard Stop
#115 Business Expe	Automated Audits have not been applied to this expense item; approvers should review.	Complete

Item: #6 Incidentals

Exception: 1 expense(s) of this type permitted per 24 hours of trip. 2 reported in 35.18 hours. Item must be cleared to successfully complete this form.

Next Back Detail... Policy...

Continued on next page

IX. Completion Tab (continued)

3) Travel Advance Recovery Tab

The **Travel Advance Recovery** screen displays the outstanding Travel Advance amount to be recovered from this Expense Reimbursement. CalATERS will deduct the maximum amount from all outstanding Travel Advances. If the amount scheduled for recovery is incorrect, contact the accounting office.

Click on the next tab **For Accounting Office Only**.

1. General2. Trip/Expense Categories3. Expenses4. Completion

ReceiptsReview ItemsTravel Advance RecoveryFor Accounting Office OnlySummarySubmission

Travel Advance Recovery

TA ID: TAF000002045

TA Amount Available200.00

TA Amount to be Scheduled71.00

Update

Reflects the amount being scheduled for recovery from the Travel Advance (TAF000002045) highlighted below.

Travel Advance Available for Recovery

TA Date	TA ID	TA Original Amount	TA Amount Available	Amount to be Recovered
07/08/03	TAF000002045	200.00	200.00	71.00
07/08/03	TAF000002044	500.00	500.00	500.00

Will require using the scroll bar to view the Amount to be Recovered field.

XI. Completion Tab (continued)

4) For Accounting Office Only

This screen is used only by the Accounting Office. Click on the **Summary** tab.

The screenshot shows a software interface with a menu bar (File, Edit, View, Help) and a toolbar (Back, Next, Save, Notes, Info, List, Print, Help). Below the toolbar is a tabbed interface with four tabs: 1. General, 2. Trip/Expense Categories, 3. Expenses, and 4. Completion. The 'Completion' tab is active. Within the 'Completion' tab, there are five sub-tabs: Receipts, Review Items, For Accounting Office Only (which is highlighted with a dotted border), Summary, and Submission. The 'For Accounting Office Only' sub-tab contains a green bill icon and the text 'For Accounting Office Only'. Below this, a message reads 'Please indicate the dates for which the Long Term Assignment is taxable'. There are two date input fields: 'Taxability Start Date' and 'Taxability End Date', each with a calendar icon to its right.

Continued on next page

XI. Completion Tab (continued)

5) Summary

This screen reflects the total from the **Expense** listing minus the **Travel Advance Recovery** and **Direct Charge** amounts. The **Amount Due Employee** represents the reimbursable amount.

Also included at the bottom of the screen is a **Trip Summary**, which is a total of expense amounts for each trip reimbursement.

If the information is incorrect, you may go back to any screen by clicking on a tab and update information as needed.

If all information is correct, click on the **Submission** tab.

File Edit View Help

Back Next Save Notes Info Print Help

1. General 2. Trip/Expense Categories 3. Expenses 4. Completion

Receipts Review Items Travel Advance Recovery For Accounting Office Only **Summary** Submission

Summary

Total amount of Expense Reimbursement.

Minus amount scheduled for Travel Advance recovery.

Minus amount of Direct Charges.

Total Expense Amount	425.33
Travel Advance Recovery	129.00
Direct Charge	125.33
Amount Due Employee	171.00

Trip(s) Summary

Trip Name	Amount
Reno convention	425.33

Continued on next page

XI. Completion Tab (continued)

6) Submission Tab

There are different functions based on whether you are keying the form as a **Preparer** or **Submitter**, follow instructions for your specific role.

SUBMISSION INSTRUCTIONS FOR PREPARERS

This screen is used to submit the Expense Reimbursement to the employee.

File Edit View Help

Back Next Save Notes Info List Print Help

1. General 2. Trip/Expense Categories 3. Expenses 4. Completion

For Accounting Office Only Summary Submission

Submission Next approver is Eileen L McDonald

I hereby certify that:

1) I am authorized by my department to prepare expense reimbursement requests on behalf of the herein named employee; and


2) The information contained with this expense reimbursement request is consistent with the expense reimbursement information received from the herein named employee.

Password

Read the Submission Statement.

To send the Expense Reimbursement to the employee, key your CalATERS sign in password in the **Password** field, then click the button.

The form will display on your Work Queue with a status of "Prepared" and will be forwarded to the employee. The form will display on the employee's Work Queue as a "Draft" form. An email will be sent by the system to the employee to notify him/her that an Expense Reimbursement has been prepared. The employee will be responsible for submitting the form for approval.

Note: The progress of the form can be monitored using the **Form Status**  button available on your Work Queue. Specific information regarding Form Status can be found in the Work Queue instructions on the CalATERS website.

XI. Completion Tab (continued)

6) Submission Tab (continued)

SUBMISSION INSTRUCTIONS FOR SUBMITTERS

This screen is used to submit the Expense Reimbursement and to identify the person(s) responsible for approving the Expense Reimbursement. If the approver is incorrect, not displayed, or requires an alternate approver, procedures are provided on the following pages.

The screenshot shows the 'Submission' tab in a software application. The interface includes a menu bar (File, Edit, View, Help) and a toolbar with icons for Back, Next, Save, Notes, Info, List, Print, and Help. Below the toolbar are tabs for 1. General, 2. Trip/Expense Categories, 3. Expenses, and 4. Completion. Under the 'Completion' tab, there are sub-tabs: Receipts, Review Items, Travel Advance Recovery, For Accounting Office Only, Summary, and Submission. The 'Submission' sub-tab is active, displaying a form with a header 'Submission' and a message 'Next approver is Debbie H Nichols'. A callout box points to this message, stating: 'This is the current approver from the employee's Profile.' To the right of the form, there are two buttons: 'Change Approver' and 'Add Approver'. A separate box also contains these two buttons. At the bottom of the form, there is a 'Password' field and a 'Submit' button.

When Special Account Coding is assigned, an approver must be selected using the instructions on the following page titled **To Change, Assign or Select an Alternate Approver**.

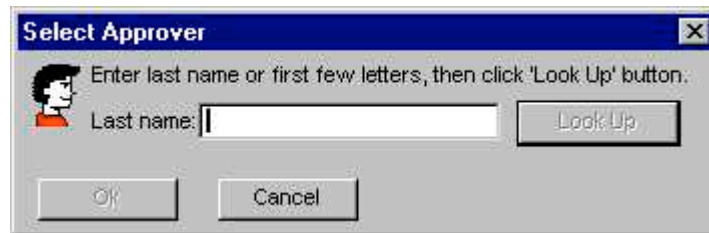
The screenshot shows the 'Submission' tab in a software application. The interface includes a menu bar (File, Edit, View, Help) and a toolbar with icons for Back, Next, Save, Notes, Info, List, Print, and Help. Below the toolbar are tabs for 1. General, 2. Trip/Expense Categories, 3. Expenses, and 4. Completion. Under the 'Completion' tab, there are sub-tabs: Receipts, Review Items, Travel Advance Recovery, For Accounting Office Only, Summary, and Submission. The 'Submission' sub-tab is active, displaying a form with a header 'Submission' and a message 'Please select an approver'. A callout box points to this message, stating: 'Need to assign an approver using Change Approver button. See next page for instructions.' To the right of the form, there are two buttons: 'Change Approver' and 'Add Approver'. At the bottom of the form, there is a 'Password' field and a 'Submit' button.

Continued on next page

XI. Completion Tab (continued)

To Change, Assign or Select an Alternate Approver:

- 1) Click on the **Change Approver** button. The **Select Approver** screen will display.
- 2) Key the last name of the approver, then click **Look Up**.



The 'Select Approver' dialog box has a title bar with a close button. It contains a small icon of a person, the instruction 'Enter last name or first few letters, then click 'Look Up' button:', a text input field labeled 'Last name:', a 'Look Up' button, and 'Ok' and 'Cancel' buttons at the bottom.

- 3) The **Select A Person** screen will display. To change or assign the approver, click on the desired name, then click the **Ok** button. The Expense Reimbursement will go to the selected approver and a copy of the form will be sent to the employee's Default Approver.

Note: If the change to the default approver should apply to all future Travel Advances or Expense Reimbursements, inform the employee to correct the approver on their Profile. For information regarding updating the Profile, click on [Update Your Profile](#) located on the CalATERS website.



The 'Select Person' dialog box has a title bar with a close button. It contains a small icon of a person, a table with two columns: 'Name' and 'Email', and 'Ok' and 'Cancel' buttons at the bottom.

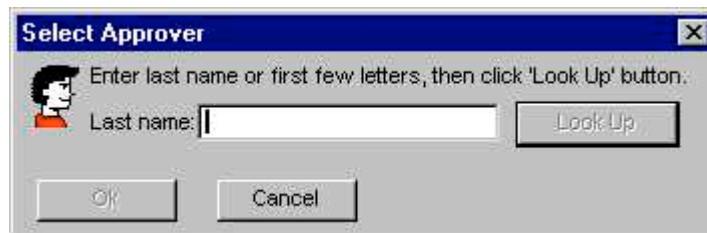
Name	Email
Nichols, Debbie N	DNichols@sco.ca.gov
Nicholson, Natalie N	NNicholson@sco.ca.gov
Nicholson, Ronald N	RNicholson@sco.ca.gov

Continued on next page

XI. Completion Tab (continued)

To Add an Approver in Addition to the Current Approver:

- 1) Click on the **Add Approver** button. The **Select Approver** screen will display.
- 2) Key the last name of the approver, then click **Look Up**.



The 'Select Approver' dialog box has a blue title bar with the text 'Select Approver' and a close button. Below the title bar is a small icon of a person and the instruction 'Enter last name or first few letters, then click 'Look Up' button:'. There is a text input field labeled 'Last name:' and a 'Look Up' button to its right. At the bottom of the dialog are 'Ok' and 'Cancel' buttons.

- 3) The **Select A Person** screen will display. To add the approver, click on the name, then click the **Ok** button. The Expense Reimbursement will first be routed to the Default Approver then to the added approver.



The 'Select Person' dialog box has a blue title bar with the text 'Select Person' and a close button. Below the title bar is a small icon of a person. The main area contains a table with two columns: 'Name' and 'Email'. The table lists three people: 'Nichols, Debie N' with email 'DNichols@sco.ca.gov', 'Nicholson, Natalie N' with email 'NNicholson@sco.ca.gov', and 'Nicholson, Ronald N' with email 'RNicholson@sco.ca.gov'. The first row is highlighted. At the bottom of the dialog are 'Ok' and 'Cancel' buttons.

Name	Email
Nichols, Debie N	DNichols@sco.ca.gov
Nicholson, Natalie N	NNicholson@sco.ca.gov
Nicholson, Ronald N	RNicholson@sco.ca.gov

To Remove an Added Approver:

Click on the **Remove Approver** button.


The added approver will be removed.

Continued on next page


XI. Completion Tab (continued)

Submit Expense Reimbursement

Read the Submission Statement.


To submit the Expense Reimbursement, key your CalATERS sign in password in the **Password** field, then click the  button.

The Expense Reimbursement will be forwarded to the designated Approver and a copy will be sent to the employee. Once the Expense Reimbursement form is submitted, two email notifications will be sent by the system. One will be sent to the employee to notify her/him that the form has been submitted and another email will be sent to the designated Approver to notify him/her that an Expense Reimbursement has been submitted requiring his/her review/approval on CalATERS.

Note: The progress of the form can be monitored using the **Form Status**  button available on your Work Queue. Specific information regarding Form Status can be found in the Work Queue instructions on the CalATERS website.

Travel Advance Error Message

When a Travel Advance is scheduled for recovery and multiple Expense Reimbursement are in progress, you may receive an error message when submitting the form.

Click the  button then click on the **Travel Advance Recovery** tab. No other action is required on your part; the system will automatically recalculate the Travel Advance fields.

Click on the **For Accounting Office Only** tab and proceed to the **Submission** tab.

Submitters: Change or add approvers as needed.

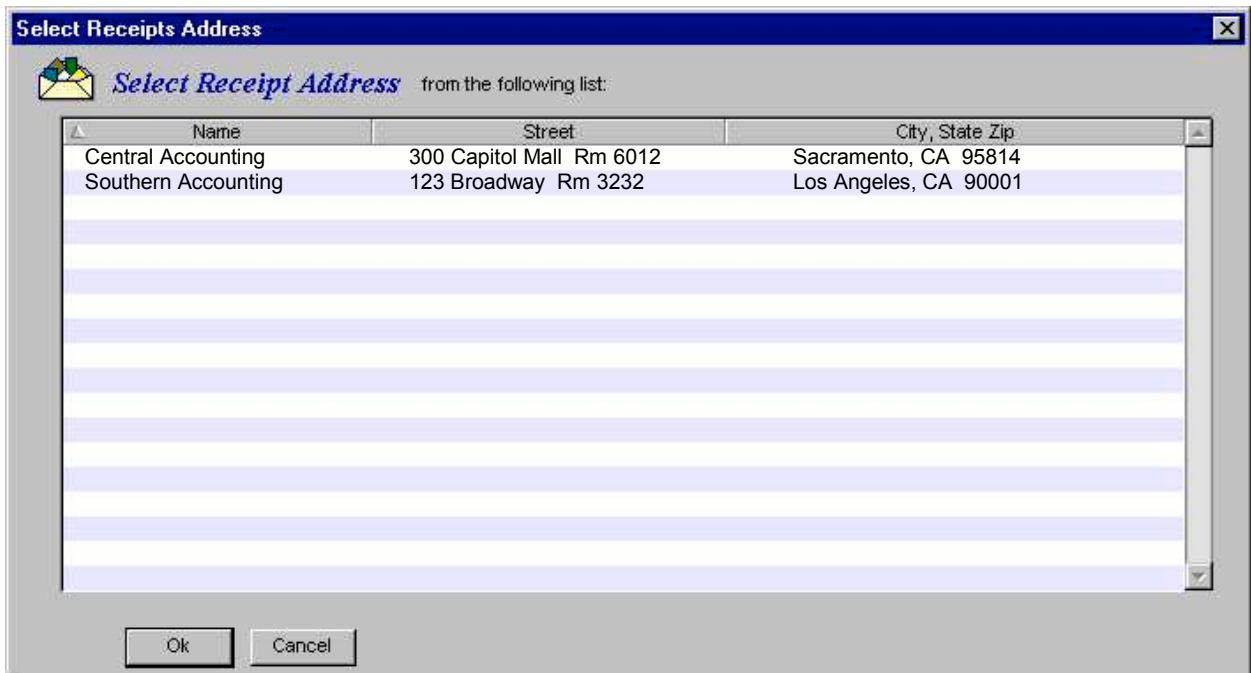
Key in password then click .



The screenshot shows the CalATERS Submission form. At the top, there is a menu bar with File, Edit, View, and Help. Below the menu bar is a toolbar with buttons for Back, Next, Save, Notes, Info, List, Print, and Help. The form has four tabs: 1. General, 2. Trip/Expense Categories, 3. Expenses, and 4. Completion. The 4. Completion tab is selected. Within the Completion tab, there are three sub-tabs: Travel Advance Recovery, For Accounting Office Only, and Submission. The Submission sub-tab is selected. The main content area shows the Submission form with the text "Next approver is Debbie T Thomas". There are buttons for "Change Approver" and "Add Approver". An error message dialog box is open, displaying a red 'X' icon and the text: "TA Amount to be Recovered has been partially or fully recovered on another Expense Reimbursement. Return to the Travel Advance Recovery tab and make corrections if needed." The dialog box has an "Ok" button. A callout box points to the "Ok" button with the text "1) Click OK." Another callout box points to the "Travel Advance Recovery" sub-tab with the text "2) Click on the Travel Advance Recovery tab. 3) Click on tabs to proceed to the Submission tab." At the bottom of the form, there is a "Password" field with four asterisks and a "Submit" button.

X. Print Reports

Once the Expense Reimbursement is submitted, the **Select Receipt Address** screen will display. Click on the address where receipts will be sent.



Name	Street	City, State Zip
Central Accounting	300 Capitol Mall Rm 6012	Sacramento, CA 95814
Southern Accounting	123 Broadway Rm 3232	Los Angeles, CA 90001

Continued on next page

X. Print Reports (continued)

The **Attach Receipts/Print Report** screen will display.

STOP!

Do not mail your receipts to the selected address if your department requires approvers to verify receipts and the address is not the location of your approver. Attach your receipts to the transmittal sheet and forward to your approver

Attach Receipts to the Transmittal Sheet and place in an EXTERNAL envelope addressed exactly as shown below. If you are unable to print the Transmittal Sheet, attach your receipts to a piece of paper with the TEA #, Authorization form (USMA) number, your name, serial number, total expense amount, last date of expense

Susan N Bates

SCO-Training/LA
400 Central Avenue
Los Angeles, CA 90001

Key: TEA000003910

U.S. Postal Service

Change Receipts Address

Print Report by selecting a print option.

No Print
Transmittal Page
Transmittal Page with Summary
Transmittal Page with Summary and Details

selected

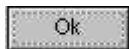
Ok Print Preview Cancel

At the bottom of the screen is the **Print Report** screen. See **Report Samples** on following pages.

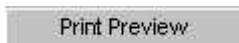
Click on one of the following options:

- **No Print** – none of the reports will be printed.
- **Transmittal Page** – only the Transmittal Page will be printed.
- **Transmittal Page with Summary** – will print both the Transmittal Page and the Travel & Expense Account Summary.
- **Transmittal Page with Summary and Details** – will print the Transmittal Page, the Travel & Expense Account Summary and Travel & Expense Account Summary & Detail.

Click on one of the buttons located at the bottom of the screen:



Perform the selected print or no print option.




Will allow you to view the reports selected.



Will exit to the Work Queue without printing.

XI. Report Samples

The following pages contain samples of Expense Reimbursement reports that can be printed using the printer icon  :

1) Travel & Expense Account Transmittal Sheet

This sheet identifies expenses that require a receipt and is used to attach the receipts.

2) Travel & Expense Account Summary

This summary is in a chart/grid format. It identifies the Trip/Expense Category (Trip Type), Trip Name reported expenses associated to each Trip Type. It contains the date, name and amount of each expense with subtotals and totals. Also contained on this summary is the "Net Due Employee".

3) Travel & Expense Account Summary & Detail

This summary is in a list format and contains the Trip/Expense Category (Trip Type), Trip Name, date, expenses, amounts and Payment Type (i.e., direct charge or cash). Also contained on this summary are Comments added to the Note Log in the Expense Reimbursement form.

Important: Amounts reflected in the above reports may change due to adjustments reducing expense amounts or changes to Travel Advances scheduled for recovery.

Continued on next page.

XI. Report Samples (continued)

1) Travel & Expense Account Transmittal Sheet

Travel & Expense Account Transmittal Sheet		Amounts may change due to adjustments, reduced expense amounts or changes to Travel Advances.																
After Approval, Mail Receipts To <div style="border: 1px solid black; height: 100px; width: 100%; margin-top: 10px;"></div>		<table style="width: 100%; border-collapse: collapse;"><tr><td style="width: 60%;">Employee Name</td><td>Coyote, Wiley</td></tr><tr><td>Expense Dates</td><td>03/05/01-03/07/01</td></tr><tr><td>Total Expense Amount</td><td>694.73</td></tr><tr><td>Amount Due Employee</td><td>0.00</td></tr><tr><td>Form ID</td><td>TEA000000638</td></tr></table>	Employee Name	Coyote, Wiley	Expense Dates	03/05/01-03/07/01	Total Expense Amount	694.73	Amount Due Employee	0.00	Form ID	TEA000000638						
Employee Name	Coyote, Wiley																	
Expense Dates	03/05/01-03/07/01																	
Total Expense Amount	694.73																	
Amount Due Employee	0.00																	
Form ID	TEA000000638																	
DIRECTIONS FOR SUBMISSION <p>Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.</p> <table style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 10%;"></th><th style="width: 40%; text-align: left;"><u>Date</u> <u>Expense Item</u></th><th style="width: 15%; text-align: right;"><u>Amount</u></th><th style="width: 35%; text-align: left;"><u>If not submitted - Explain</u></th></tr></thead><tbody><tr><td>1)</td><td>03/05 Business Expense - Other</td><td style="text-align: right;">100.00</td><td></td></tr><tr><td>2)</td><td>03/05 Lodging</td><td style="text-align: right;">85.00</td><td></td></tr><tr><td>3)</td><td>03/06 Lodging</td><td style="text-align: right;">85.00</td><td></td></tr></tbody></table> <p>2 <i>Forward Transmittal Sheet and attached documentation through your approval process.</i></p>				<u>Date</u> <u>Expense Item</u>	<u>Amount</u>	<u>If not submitted - Explain</u>	1)	03/05 Business Expense - Other	100.00		2)	03/05 Lodging	85.00		3)	03/06 Lodging	85.00	
	<u>Date</u> <u>Expense Item</u>	<u>Amount</u>	<u>If not submitted - Explain</u>															
1)	03/05 Business Expense - Other	100.00																
2)	03/05 Lodging	85.00																
3)	03/06 Lodging	85.00																
<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr style="background-color: #cccccc;"><th colspan="4" style="text-align: left; padding: 5px;">EXPENSE EXCEPTION(S)</th></tr><tr><th style="width: 5%;"></th><th style="width: 30%; text-align: center;">Expense Rule</th><th style="width: 40%; text-align: center;">Exception</th><th style="width: 25%; text-align: center;">Response</th></tr></thead><tbody><tr><td style="text-align: center;">1)</td><td>#115 Business Expense - Other</td><td>Mandatory review item (expense 100.00 on 03/05/01)</td><td></td></tr></tbody></table>			EXPENSE EXCEPTION(S)					Expense Rule	Exception	Response	1)	#115 Business Expense - Other	Mandatory review item (expense 100.00 on 03/05/01)					
EXPENSE EXCEPTION(S)																		
	Expense Rule	Exception	Response															
1)	#115 Business Expense - Other	Mandatory review item (expense 100.00 on 03/05/01)																
<p>I have reviewed the following documents.</p> <p>Approved by: _____</p> <p style="text-align: center; margin-top: 10px;">Debie N Nichols</p>																		
<div style="display: flex; justify-content: space-between; font-size: small;">Ref: TEA000000638PagePrinted on 03/01/02</div>																		

XI. Report Samples (continued)

2) Travel & Expense Account Summary

Amounts may change due to adjustments, reduced expense amounts or changes to Travel Advances.

Employee Name Wiley Coyote
Expense Dates 03/05/01-03/07/01
Report Name Los Angeles 3/5-7

Request Total \$ 694.73
Direct Charge Total - 308.33
Travel Advances - 386.40
Net Due Employee = 0.00

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Non-Travel Expenses	LA Course Fees	100.00
Regular Travel	LA Class	594.73

NOTE: (d)=Direct Charge

DATE	Mon Mar 5	Tue Mar 6	Wed Mar 7							TOTAL
Lunch	10.00	10.00	10.00							30.00
Dinner	18.00	18.00								36.00
Lodging	85.00	85.00								170.00
Mileage, Personal Auto	6.20		6.20							12.40
Commercial Air Fare (d)	182.00									182.00
Breakfast		6.00	5.00							11.00
Incidentals		6.00	6.00							12.00
Gasoline			15.00							15.00
Auto Rental (d)			126.33							126.33
TOTALS \$	301.20	125.00	168.53							594.73

DATE	Mon Mar 5									TOTAL
Business Expense - Other	100.00									100.00
TOTALS \$	100.00									100.00

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XI. Report Samples (continued)

3) Travel & Expense Account Summary & Detail

**Travel & Expense Account
Summary & Detail**

<u>Trip/Expense Category</u>	<u>Trip Name</u>	<u>Date</u>	<u>Expense Item</u>	<u>Amount</u>	<u>Payment Type</u>
Non-Travel Expenses	LA Course Fee	03/05/01	Business Expense - Other	100.00	Corporate Card
Regular Travel	LA Class	03/05/01	Lunch	10.00	Cash
Regular Travel	LA Class	03/05/01	Dinner	18.00	Cash
Regular Travel	LA Class	03/05/01	Lodging	85.00	Corporate Card
Regular Travel	LA Class	03/05/01	Mileage, Personal Auto	6.20	Cash
Regular Travel	LA Class	03/05/01	Commercial Air Fare	182.00	Direct Charge
Regular Travel	LA Class	03/06/01	Breakfast	6.00	Cash
Regular Travel	LA Class	03/06/01	Lunch	10.00	Cash
Regular Travel	LA Class	03/06/01	Dinner	18.00	Cash
Regular Travel	LA Class	03/06/01	Lodging	85.00	Corporate Card
Regular Travel	LA Class	03/06/01	Incidentals	6.00	Cash
Regular Travel	LA Class	03/07/01	Breakfast	5.00	Cash
Regular Travel	LA Class	03/07/01	Lunch	10.00	Cash
Regular Travel	LA Class	03/07/01	Incidentals	6.00	Cash
Regular Travel	LA Class	03/07/01	Gasoline	15.00	Cash
Regular Travel	LA Class	03/07/01	Mileage, Personal Auto	6.20	Cash
Regular Travel	LA Class	03/07/01	Auto Rental	126.33	Direct Charge

Comments are entries from the Note Log.

Comments	
Subject	Comment
Trip Selection	Included the class materials under separate Non-Expenses Trip Type.